CHAPTER 89. INSPECT A REPAIR STATION'S PARTS AND MATERIALS PROGRAM

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3601 (Revised)

B. Avionics: 5601 (Revised)

3. OBJECTIVE. This chapter provides guidance for inspecting the repair station's receiving, protecting, segregating, and identification of all parts and materials procedures that are required to support the ratings held.

5. GENERAL. Repair stations must have procedures in their Repair Station Manual/Quality Control Manual (RSM/QCM) describing the receipt and documentation of all articles, standard parts, and raw materials. In addition, the repair station is required to inspect raw materials and standard parts for:

- Proper documentation, identification and traceability
- Conformity to a specification and acceptable quality
- Shelf life
- Contamination
- Shipping damage
- State of preservation

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 43 and 145
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent
- Previous stations experience with certification or surveillance of 14 CFR part 145 repair

B. Coordination.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- 14 CFR parts 43 and 145
- AC 20-62, Eligibility, Quality and Identification of Aeronautical Replacement Parts
- AC 21-29, Detecting and Reporting Suspected Unapproved Parts
- AC 145-9, Guide For Developing and Evaluating Repair Station and Quality Control Manuals
- Order 8300.10, Airworthiness Inspector's Handbook, Vol. 2, Ch. 161, Introduction to Part 145 Repair Stations
- 8300.10, Vol. 2, Ch. 162, Procedures for Certificating Part 145 Repair Stations/Satellites Located within the United States and its Territories
- 8300.10, Vol. 2, Ch. 164, Evaluate a Repair Station and Quality Control Manual or Revision.
- Order 8120.11, Disposition of Scrap or Salvageable Aircraft Parts and Materials

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. Planning. Prior to inspecting, the principal inspector (PI) should carefully review:

(1) Parts 43 and 145.

(2) RSM/QCM.

(3) Operations specifications.

(4) The Safety Performance Analysis System (SPAS) is the organization's primary source of comprehensive, integrated safety information that is used by inspectors, analysts, and managers in developing and adjusting field surveillance, investigation, and other oversight programs. SPAS interfaces with key fielded oversight programs (such as ATOS, SEP, and the NPG), as well as other government and industry sources, collecting raw performance and operational data, analyzing and summarizing the data, and providing critical information in the form of graphs, tables, and reports. These SPAS outputs are then used to (1) identify safety hazard and risk areas; (2) target inspection efforts for repair stations, and to areas of greatest risk; and (3) monitor the effectiveness of targeted oversight actions. SPAS repair station profile and repair station analytical model (RSAM) are available for use. This data provides additional information on performance and risk associated with individual repair station facilities.

(5) Vital Information Subsystem (VIS).

(6) Certificate-holding district office (CHDO) file.

B. Parts and Materials. A. Verify all parts and materials meet the following requirements:

(1) Environmental requirements established by the original equipment manufacturer for the storage of parts and materials are being complied with, i.e., temperature, humidity, static, UV light exposure, etc. Receiving/incoming inspection personnel must be familiar with these requirements.

(2) Life-limited parts have up-to-date component times listed on the historical records or appropriate tags, as required. In addition, all items received with shelf-life limits and/or specific storage requirements must be clearly marked, monitored, and disposed of in accordance with RSM/QCM procedures.

(3) Parts room articles and those items in process, are identified to show:

(a) Basic part information (name/make/ model/serial number/batch or lot, etc).

(b) Serviceability status of parts and materials in a manner that readily identifies serviceable parts and materials from unserviceable.

(c) That a part has been rejected, to include questionable parts awaiting disposition.

(4) Parts/materials receiving procedures provide for traceability to an approved source. The repair station should retain traceability records for all incoming articles.

NOTE: It is common to receive certain raw materials/standard parts in lots, which must be broken down into smaller quantities (hardware, sheet stock, welding rod, coating powders, etc.). In these cases, traceability back to the original lots must be maintained. The repair station must have systems in place to ensure only approved and traceable parts and materials are issued for maintenance performed.

(5) Verify all parts are appropriately identified and segregated.

(6) Parts and materials are protected in storage and during transit, until installation, in a manner that will prevent damage, contamination, loss, or substitution. Sensitive part and equipment, such as oxygen parts, O-rings or electrostatic sensitive devices, must be properly stored, packaged, identified, and protected from contamination and damage. Hazardous, flammable, or volatile materials and aircraft parts, such as fire extinguisher squibs, must be stored in flameproof cabinets or facilities.

NOTE: If not already in place, the PI, through collaboration with the repair station, should work to produce parts receiving and shipping training to aid personnel in the recognition and disposition of Department of Transportation recognizing hazardous materials.

(7) Receiving personnel comply with RSM/QCM procedures to determine that incoming raw materials are of an acceptable quality. The repair station should conduct and document the training of receiving personnel in parts receiving/shipping, parts control and detecting and reporting suspected unapproved parts.

(8) The repair station maintains a record of inspections and tests used to verify airworthiness of received components.

NOTE. Inspectors should be alert to the activities of repair stations that dispose of scrap parts and materials and should review the RSM/QCM procedures to verify that scrap parts and materials are disposed of in a manner that does not allow their approval for return to service. Disposition of scrap parts and materials is addressed in greater detail in FAA Order 8120.11.

C. Suspected Unapproved Parts (SUP). Review with repair station personnel, the procedures used to detect and report SUPs. These procedures should identify those persons responsible for the administration of the SUPs program, provide complete instructions on the completion and submission of FAA Form 8120-11,Suspected Unapproved Parts Notification, describe control of articles pending SUPs determination and outline training requirements of receiving personnel.

D. Analyze Findings. Upon completion of the inspection, record all deficiencies; determine the appropriate corrective action(s).

E. Conduct Debriefing. Brief the certificate holder on the inspection results. Discuss any deficiencies and possible corrective actions.

7. TASK OUTCOMES.

A. Complete PTRS.

B. Complete the Task. Competition of this task will result in:

- Send a letter to the operator documenting all deficiencies
- Initiate an Enforcement Investigation Report if necessary

C. Document Task. File all supporting paperwork in the certificate holder's office file. Update the VIS as required.

9. FUTURE ACTIVITIES. Schedule and conduct followup inspections as applicable.